

Wisconsin Department of Administration

Authorizing Resolution: CDBG-PF Application Submission – Community Development Block Grant

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) NAME: _____

DOA-DOH Grant Agreement #: **Not Yet Assigned**

AUTHORIZING RESOLUTION

for the Submission of a
Community Development Block Grant – Public
Facilities (CDBG–PF) Application

For DOA-DOH Use ONLY

Relating to the _____ of _____ participation in the
(County, City, Village, or Town) *(UGLG/Unit of General Local Government's Name)*
Community Development Block Grant – Public Facilities (CDBG–PF) program:

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Housing (DOH) for the purpose of the provision or improvement of public facilities; and

WHEREAS, after public meeting and due consideration, the _____
(Name of Appropriate Committee)
has recommended that an application be submitted to DOA for the following project(s):
_____; and
(CDBG-PF Proposed Project Title)

WHEREAS, it is necessary for the _____ to
(County Board, City Council, Village Board, Town Board)
approve the preparation and filing of an application for the _____ to
(County, City, Town, Village)
receive funds from this program; and

WHEREAS, the _____ has reviewed the
(County Board, City Council, Village Board, Town Board)
need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the _____
(City Council, County Board, Village Board, Town Board)
does hereby approve and authorize the preparation and filing of an application for the above-

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named project(s); and that _____ is hereby
(Council President, Mayor, Board Chair, Village President)

authorized to sign all necessary documents on behalf of the _____ ; and
(County, City, Village, Town)

that authority is hereby granted to _____
(Name of Appropriate Committee)

to take the necessary steps to prepare and file the application for funds under this program in
accordance with this resolution.

ADOPTED on this _____ day of _____ , _____ . ATTEST: _____
(Day) (Month) (Year) (Signature of Clerk)

The governing body of _____ has authorized the above resolution
(UGLG/Unit of General Local Government's Name)

by Resolution No.: _____ , dated _____ .

Signature of the Chief Elected Official

Title

Date

Typed Name of the Chief Elected Official

This document was: ☐ Faxed ☐ Emailed ☐ Mailed on _____
(Check One) Date

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AUTHORIZING RESOLUTION: CDBG-PF APPLICATION SUBMISSION FORM INSTRUCTIONS

The Unit of General Local Government (UGLG) **and each** must fill-in & submit documentation of an Authorizing Resolution for submission of their Community Development Block Grant – Public Facilities (CDBG-PF) grant application with the application materials.

- Fill-in the Authorizing Resolution “UGLG Name” field found in the upper right corner on the first page of the form.
- Fill-in the designated spaces throughout the form. (Please refer to the micro text located beneath each fillable slot for guidance on the type of information that must be input.)
- The **Authorizing Resolution** form must be signed by the local Clerk.
- The **Authorizing Resolution** form must be signed by the Unit of General Local Government’s (UGLG’s) Chief Elected Official (i.e., Mayor, City Council President, Village President, Town Board Chairman, County Board Chairman, or County Executive). Make sure to provide the signature, typed name, and title of the Chief Elected Official (CEO). Fill-in the date the form is signed by the CEO.
- The **Authorizing Resolution** form must be mailed with your CDBG-PF Application materials. Fill-in the date the form is submitted with your CDBG-PF Application materials.
- When this **Authorizing Resolution** form has been completed, retain the original completed form for your grant files and mail a copy to the Division of Housing (DOH) with your CDBG-PF Application materials. Send the completed form to:

Division of Housing – Bureau of Community Development
Attn: CDBG-PF 2014 Grant Application Reviewer
Wisconsin Department of Administration
P.O. Box #7970
Madison, WI 53707-7970